

24 April 1955

MEMORANDUM FOR: Chief, Industrial Division, ORR

SUBJECT : Projected Course in Conference Techniques

1. The Office of Training has recently acquired the capability of conducting an effective course in Conference Techniques. It would stress those techniques important to a conference leader or chairman. It would be conducted by [REDACTED] who has been giving the course in oral briefing.

25X1A

2. It is contemplated that the Conference Techniques Course would consist of five or six meetings of about two hours each.

3. Will you please notify the undersigned by cob 29 April of any persons your components wish to sponsor to the course.

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[REDACTED]